



Christ Church Grammar School

DUTY STATEMENT

Director of Human Resources and Strategic Projects

DATE: March 2024

STATUS: Member of the Executive – Full-time, five-year appointment

DEPARTMENT: Human Resources

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1750 students including boarders. The School consists of the Preparatory School (PK to 6) and the Senior School (Years 7 to 12).

PRIMARY OBJECTIVES:

This role serves to support the Principal by bringing together the most fundamentally important asset of the School, its staff, and their development toward the fulfilment of the School's Mission through various and different strategies that are the components of the strategic intent of the School. It is also a role that allows the Director of Human Resources and Strategic Projects (DHRSP) to look to the future with the full knowledge of the workforce of the organisation and internal and external circumstances which may impact on their performance.

LINE MANAGEMENT:

This position is responsible to the Principal for two distinctive but inter-related aspects of the whole school function. First and foremost, this role manages and oversees employment, professional development, appraisal and review of teaching and support staff at the School. The second is to assist with the facilitation of those Strategic Projects that exist at any given time within the Strategic Plan of the day.

KEY WORKING RELATIONSHIPS:

The School Executive:

- Principal
- Deputy Principal/Head of Senior School
- Deputy Principal/Director of Studies (Senior School)
- Head of the Preparatory School
- Director of Planning & Co-Curricular
- Director of Communication & Engagement
- Director of Finance
- Director of Advancement
- Director of Information & Learning Technologies

The School's Education Leadership Team

The position is supported by Executive Assistant (0.8 FTE)

DUTIES AND RESPONSIBILITIES:

Recruitment and Selection procedures

- Develop and implement contemporary strategies and procedures in consultation with management and key stakeholders in relation to maximising the School's ability to attract and retain high performing employees of choice
- Be fully involved in the appointment process for new staff, both teaching and non-teaching
- Carry out operational HR activities in relation to recruitment and selection, and on-boarding of new staff in accordance with applicable procedures. This includes and is not limited to advertising, development of interview timelines and guides, referee checks, contracts, Police checks, WWCC and professional registrations
- Ensure that candidates receive prompts and professional communication through the recruitment, selection and appointment process
- Prepare employment contracts and ensures positions descriptions are compliant to school expectations for new academic, support and casual staff and any required contract variations letters
- Proactively work with the Principal when positions of responsibility come to an end (a year in advance)
- Provide advice to managers and staff in relation to terms and conditions of employment
- Conduct exit interviews and overseeing separation actions
- Develop and implement effective staff retention strategies
- Ensure implementation of effective talent identification and succession planning processes

Planning and overseeing the professional development of the staff (teaching and non-teaching)

- Oversee a database of professional development undertaken by the staff and developing the performance management system linked to the Enterprise Bargaining Agreement
- Advise the Principal and the Executive on the professional needs of the staff (both teaching and non-teaching)
- Attend the Academic (and Pastoral as needed) Committee meetings and other meetings as needed to provide expertise and receive direction on staff development and review
- Maintain constant liaison with the other members of the Executive, Heads of Department, Heads of House and Support Staff Middle Management to ensure that the Professional Development of staff links closely to the School's Strategic Goals, while anticipating future trends in the education of students and the changing nature of the workforce
- Co-ordinate professional development, such as school conferences, staff days and meetings to address matters as they arise
- Work with the Director of Communication and Engagement to promote the dissemination of good practice and market work-related innovations and achievements
- Work with the Director of Finance to plan, control and review the budget for professional staff development

Undertake the primary role in facilitating the Staff Appraisal and Review process

- Review and coordinate the School's induction and probation program for all staff
- Work with staff to identify clear short- and long-term developmental opportunities
- Co-ordinate the probation, triennial appraisal and annual target setting for all staff
- Inform the Principal of staff whose performance in the workplace (reflected through the process of ongoing appraisal and review) demands intervention and the establishment of due process' procedures
- Represent the School along with the Principal and the Director of Finance in matters associated with aspects of the Enterprise Bargaining Agreements for both academic and support staff

Ensure effective HR practices and processes

- Develop and manage the annual HR budget
- Ensure regulatory compliance is achieved in relation to applicable legislation

- Manage all HR legislated reporting requirements on behalf of the School
- Provide HR reports to the Principal and relevant Executive and Council as required
- Develops, implements and reviews HR Policies, Procedures and systems in consultation with key stakeholders to ensure contemporary practice
- Train all managers in HR policies and procedures when required
- Provide advice, guidance and support in the areas of recruitment and selection IR, ER, reward and recognition, organisational development to the Principal, Executive and other managers
- Maintain staff Personnel files (present and past) to meet statutory requirements
- Work collaboratively with Finance Manager to implement effective remuneration practices and oversee the maintenance of accurate remuneration data
- Maintain privacy and confidentiality in relation to personal information of staff
- When required, undertake conflict resolution, advocacy and negotiation

Oversee the Policy and Work, Health and Safety components of the School

- Maintain and oversee the school risk management and compliance policies and procedures
- Compile and report on Gender Equality Agency (WGEA) Report
- Chair the Work, Health and Safety Committee.
- Conduct School workplace and community surveys.

Play a key role in managing Industrial Relations

- Ensure organisational compliance with all relevant industrial instruments and related employment law
- In concert with the Principal and Director of Finance, lead the negotiations of the Enterprise Agreement and other staff industrial matters as required
- Ensure that organisational change management processes are undertaken in a manner consistent with employment law, industrial instrument requirements, and effective employee relations
- Provide and / or seek advice in relation to Industrial Relations matters
- Undertake complaints management and investigation in relation to staff-related matters such that matters are resolved at the lowest possible level, in the best interest of all parties, within a reasonable period of time having regard to the circumstances.

Staff health and wellbeing

- Assist with health and wellbeing initiatives for staff
- The DHRSP will be a member of the Staff Wellbeing Committee
- Assist in the management and provision of the Employee Assistance Program
- Provided counsel and support for staff as required.

The Strategic Projects aspect of the role will have two core functions:

1. Engendering commitment and purpose to the Strategic Project Plans of the day from Executive and other staff.
 - Establish clarity of the Strategic Plan and its associated projects for all members of the school community
 - Support the Principal and Executive in the completion of Strategic Project Plans for which they have responsibility
2. As is appropriate, align the professional development of staff to all aspects of the Strategic Plan of the day.
 - By being fully aware of the current nature of the Christ Church workforce and the strategic intent of the School, the DHRSP is to ensure that there is a close relationship between individual and organisational staff development.

EXPERIENCE AND QUALIFICATIONS

This position requires:

- Proven leadership capability
- A degree or relevant qualification in Human Resources or related field from an accredited institution

- Membership to a relevant professional body (or eligibility)
- Over 10 years' experience in a senior Human Resources position
- Experience in senior HR position and leading a team
- Highly developed initiative and ability to think strategically
- Highly developed interpersonal and people care skills
- Strong written and oral communication skills (including presentation skills) and consultation skills (including influencing and persuasion, project management and reporting)
- Demonstrated organisational skills including self and resource management

The person must have:

- Ability to set goals and prioritise work and the capacity to manage multiple, tasks
- The ability to develop ideas into plans and the capability to achieve implement these
- Interest in Independent boys' schooling
- Collaborate with others in a positive and effective manner
- Engage with boys with a warm, caring and friendly approach
- A sense of humour

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School Support Staff Enterprise Agreement 2022
- Salary, terms and conditions will be negotiated with the successful applicant
- The School provides a laptop computer and mobile phone
- Opportunity to further your career through PD and study considered
- Annual leave equating to four weeks with an opportunity for two weeks leave buy-back